



Tanglewood Park Community Centre
30 Woodfield Dr., Nepean, ON K2G 3Y5
Website: www.thca.ca

TPCC Management Committee Meeting Minutes
January 09 2018 to be approved March 08th, 2018

In attendance: G Roderick (Chair), P. Budd, A. Deering, M Mintenko, K. O’dea, D. Orozco, K. Venema

Regrets: K Macuur, V. Keaney

0. Approval of Agenda Approved
1. Minutes of Sept 12 proceedings as amended Approved
2. Personnel changes:
K. O’dea has been appointed the Program & Events Co-Manager Indoors. We seek a photographer.

3. BUSINESS ARISING:

- Old Time Fair – The eight communities have received \$57.00 portion of the Event’s surplus.
- Drink Machine: While not in the budget, the Facility Manager was reminded that estimates are to be sought and reported on. ACTION: A. Deering
 - TIMELINE: March 08
- Tennis Courts: Apparently the resurfacing of the ball courts has been delayed beyond 2018.
- Checklists: July 1st checklists were implemented. Two users noted at the September meeting, a third user noted at this meeting they’re using it.
- Silver Box: The box has been moved to a more secure location.
- Internal mailbox: It has not been purchased. Following discussion, it was determined that rather than a box the bottom of the vertical filing cabinet would be used.
- Damage Deposit: While the protocol is in place, without some person/business contracted to pick-up refuse, the implementation has not gone forward. Capital Junk on Grenfell Cres provides same day removal at a minimum of \$90.
- P. Budd agreed to be the pick-up person for *left garbage* at a cost of per incident of \$60.
- Dumpster: Alternatively, the Councillor would again be asked to support a dumpster on this site. The matter of anticipated abuse by near-by residents will be addressed if/when the dumpster gets approved.
- Issuing of keys: Lockboxes are in use. Temperature effects one, special batteries and a cover has been purchased.
- The \$25 fee for cancelled permits and for NSF cheques has been implemented.
- Marquis vs A-frame Signs – it was suggested the large marquis sign be used in lieu of the A-frames. Our main issue is advertising at the west end of the neighbourhood.

Deferred to next meeting

4. REPORTS:

4.1 Facility Manager – A. Deering

4.1.1 Securing the Centre:

- Access **from** the outside of the Centre will be restricted to Main entrance and Multipurpose room.

- A new key is being issued to long-term users of the facility. Old keys are being returned for City disposal..
- Occasional users are issued a new key via the three lock boxes located under the outdoor mailbox.
- At the time of the key exchange, and issuance of a ‘unique security number’, a review of the operation of the front door security panel is undertaken and a new Statement of Understanding signed.
- Security Panel instruction posted
- The effective date of implementation was January 8.

4.1.2 Other

- ✓ First Aid Kit was readied for the rink season
- ✓ Benches moved from storage to the change room
- ✓ Seasonal white-board discouraging winter footwear beyond the door to the change room is in use.
- ✓ Six children chair have been purchased and will be added to the Inventory. Regarding the disposition of the old chairs an effort will be made to sell them before giving them away. See disposal protocol. ACTION: A Deering
- ✓ TV purchased but stored until the supporting bracket can be installed by the city staff.

4.2 Facility Scheduler- P. Budd

- ✓ Permits, Report on Use & Fees together with remittance cheque were submitted to the City Nov 1. Number of permits (‘16/’17: 164) do not equate to frequency of use as permits of regular users may contain multiple uses of the Centre.
- ✓ Permits and Report on Use & Fees for Oct. ’17 to Dec 31 ‘17 was submitted to the City on December 27. Total permit fees were \$4883.
- ✓ TPCC has begun collecting permit fees by PayPal Account. Three to date. It was observed that the administrative fee will be recorded as a bank service charge.
- ✓ in a December 21 e-mail, K. Venema asked if TPCC would be submitting expenses which are to be split with the City. Historically the Association does not submit expenses, though Article 3.e) envisages the possibility.

ACTION: Graeme to seek a meeting with Wendy Royer

Ms Royer is our new recreation &community development officer who would be the point person on the Access Management Agreement Attending that meeting would be our facility manager and chair.

- ✓ Charges for completion of insurance: Thirty percent of ‘16/’17 permits holders took Insurance. Sixteen percent of Oct/Dec 2017 permit holders took Insurance. The addition work for their completion has a time/value. This should fall within article 3.a. ACTION: To discuss with W. Royer
- ✓ Although the multiple-date reservation project Gaetan Delia was to undertake was approved last summer, no one has been found to do the essential preliminary work. D. Orozco agree to assist P. Budd is creating a job ad.

ACTION: P. Budd/D. Orozco

4.3. P & E Management – M Mintenko

✓ Outdoors -

- ✓ Rink Hours: The amendment to the City’s Rink Operator’s Agreement was signed and hand-delivered on December 4. One article was Reduction in minimum supervised hours from 30 to 20. TPCC will adjust the Rink Supervisors Contract to 23 hours/week and cover 10 hours with volunteers.
- ✓ Rink Supervisor’s Contract: The amended contract has been signed, payment dates established. Beyond the regular hours, the P & E Manager [Outdoors] has authority to ok additional manpower to get the rink up after **adverse** weather

conditions. Our goal is to have the rink re-opened **within a day** of the end of adverse conditions.

- ✓ Snow Clearance: While G. Roderick twice attended the Caesar Avenue office of *Metro Snow & Ice* and on December 4 send an e-letter to them requesting their assistance, no reply has yet been received. He had also attended *Hawley Signs* to have them do a sign for the boarded rink, once a snow-blow tractor contractor is agreed upon. ACTION: New contactor, similar offer
- ✓ Pucks: A request has been made again this year for a bucket of pucks from CrossRoad Centre's Canadian Tire.
- ✓ Learn to Skate: New this year, a City of Ottawa/NROCRC program for 6 to 12 year olds, **I Love to Skate program** provides a pair of skates and helmet to each participant (Canadian Tire's Jump Start program) gives participants the confidence to learn the basics of skating from instructors. It is fully subscribed.
- ✓ Winter Carnival: January 20 12:30 to 4:00pm. City of Ottawa supports these events by providing equipment. ACTION: G. Roderick to pick-up and return.
- ✓ Application for Fire Permit, and a Request to use a Fire pit in Tanglewood Park on January 20 have been made
- ✓ Spring Programs: for t-ball and soccer was made Nov 11.
- ✓ Application for use of Tanglewood Park sports field Labour Day Corn Roast
- ✓ Our Oct 12 2017 application for Civic Event Grant was favorably received. n for

Indoor: K. O'dea, K. Venema, N. Mintenko

- ✓ Motion that TPCC pay the \$118 for the minimal number sport in French II, and to seek an individual to either pay the fee or attend gratis/ CARRIED
- ✓ Cooking in French class is a go.
- ✓ The pre-school French program: insufficient numbers to be offered;
- ✓ An After School program on Tuesdays and Thursdays was not offered.
- ✓ A combined yoga and pilates (yogalates) program to continue to run.
- ✓ On November 20 a joint application with Manordale CA was made tour to the Ontario Seniors Community Grant Program Stream 1 for a group bus tour. The request was for \$2,000. Must commence after April 30.

4.4 Community Garden – D Orozco

- ✓ J. Bouchard from *Just Food* was guest speaker at Nov 18 AGM. Neighbourhood Builder Certificates given to D. Orozco and three gardeners.
- ✓ Phase II application (approximate value \$10,000) will be for 11 additional beds. City has given approval of use of additional land.
- ✓ Signage would be done in Spring 2018.

4.4.1 MOTION: Whereas the Association's contributed \$7000 to phase I, and wishes to demonstrate our support for phase II, this committee recommends to the Board that \$1000 be allocated for this project. CARRIED

4.4.2 MOTION: Whereas composting is an essential aspect of neighbourhood gardening, our committee recommends to the board that funds be allocated for meals and accommodation for D. Orozco to attend a Winter weekend workshop offered by Algonquin College in Perth on alternative methods of composting.

CARRIED

- ✓ Mention to be given to community garden on Tanglewood-Hillsdale section of the Wikipedia and Neighbourhood Study websites.

ACTION: D.Orozco/G.Roderick

- 4.5 Promotion: K. Mercur In her absence it was noted
- ✓ Cubex Media will be used for the Carnival
 - ✓ Carnival was in our December newsletter SC
 - ✓ Carnival will be on poster signage at both ends of the neighbourhood
 - ✓ Poster will be in the Councillor's newsletter
 - ✓ Hockey Day in Ward 9 will be Feb 10th 9:00 to 11:00. Last year's pictures will be on website.
 - ✓ D. Oroczo took the December Holiday contest pictures
- 4.6 Recreation Culture and Facilities Services: K Venema
- ✓ The role of the department's representative here is primarily program related.
 - ✓ *Acting Up, Muck & Mess* did not have sufficient numbers, enrolment in *Home Alone* (Jan 28) and *Babysitting* (Feb 17) - time will tell. Level II French likely will be a go.
 - ✓ Meeting with P & E Managers to plan Spring and Summer programs.
- 4.7 Nepean, Rideau, Osgoode Community Resource Centre: R. Awni
- In the absence of Ms Awni, the *Love to Skate* Program mentioned above in 4.3 is a twice a week program and is an aspect of the Mix Sports and Recreation program being run on Monday evenings. TPCC and NROCRC share the cost of staffing. It too is fully subscribed.

.5.0 Finances:

The board approved TPCC's Budget with modifications (i.e P & E) which has been shared with the managers. Ongoing modifications are expected. Promotion stipend: the monthly stipend will be split, half going to V. Siciliano for posting external signs. The Financial Statements for period ending September 30 17 require additional clarification. All registrations (\$3600) and memberships (\$800) while appearing separately in the quarterly statements, should appear together in the consolidated annual statement. The payment of the external Bulletin Board (\$1600) was paid by THCA, but ought to be assigned to TPCC who is its principal user.

6.0 Emerging Issues

Pathway behind courts is being cleared by the City.

7.0 Adjournment. Next meeting March 8. .

G. Roderick recorder.